

Broadclyst Community Fund

Guidance Notes

Broadclyst Parish Council Community Fund

Broadclyst Parish Council allocate money each year to support voluntary, not-for-profit community groups operating within the Parish for the benefit of the community.

Who can apply?

We welcome applications from community organisations and groups, community clubs, social or community enterprises, but unfortunately cannot fund individuals or private businesses.

How much can we apply for?

You can apply for any amount between £25 and £500 (small grants) and £501 to £2,000 (large grants). Think carefully about the amount that you need for your project.

What projects are eligible for a grant?

Grants are for capital (one off costs, costs of a permanent item, structure etc.) and / or revenue costs (temporary items, events etc.).

Funding must be used for **sustainable projects**. For example, it can be used for things like start-up costs, costs of permanent or temporary items or equipment or one-off events.

Where the grant funding is used for a community event, the event must be fully inclusive and free for all to attend.

Events must be publicly advertised across the community, including via the Parish Council website. Please send a copy of your advert / flier to the office.

What will not be funded?

Council is unable to fund ongoing costs or other unsustainable projects unless there is a clear plan for how these ongoing costs will be funded in the future.

For example, if you are applying for part of a salary or for repeated hire costs Council cannot fund this unless you have a plan in place for how these will be paid in the future.

When to apply?

You can send in your applications anytime during the year to Broadclyst Parish Council. When your application is received, we will let you know how long it is likely to be before you receive a final decision. This is likely to be within the following calendar month but could be as long as two calendar months.

Applications are processed monthly with any monies awarded being released the following month, so it's worth bearing in mind for any time-sensitive projects that there can be up to a 3 month turn-around.

All grant money awarded must be claimed and spent within 6 months of receiving your grant offer letter. As part of its Internal Financial Audit controls, Broadclyst Parish Council will ask you to send them information after 6 months to tell them how grant monies were spent, including copies of receipts where applicable.

The fund is confirmed on a year-by-year basis.

Who do we send our completed application to?

Completed forms to be returned to the Clerk of Broadclyst Parish Council via office@broadclyst.org or as a hard copy to 19, New Buildings, Broadclyst, Exeter EX5 3EX

Application forms should be accompanied by an audited set of accounts, together with project plans and any other supporting documents where applicable

How will your application be processed?

All applications will undergo an eligibility check by Broadclyst Parish Council Officers and Members of the Finance Committee, following which a recommendation of approval or refusal will be made to Council.

Broadclyst Parish Council will consider a number of factors such as:

- Evidence of local need
- Evidence of community support
- How well the project has been thought out and planned.
- Project sustainability
- Project costs and any match funding (received from other sources)

The Parish Council meets on the first Monday of every month and will consider your application, noting the recommendation from Officers (unless you have applied direct to the Parish Council). Following Council's decision, you will be notified in writing whether your grant application has been successful or not. Successful applicants will receive a grant offer letter which must be signed and sent back to Broadclyst Parish Council.

Who do I contact for further information?

Further information and advice can be sought from Broadclyst Parish Council.
Contact details are as follows:

Contact name	Email address	Phone
Angie Hurren (Clerk)	clerk@broadclyst.org	07532 286713
Natasha Curwood (Deputy Clerk)	office@broadclyst.org	01392 360269

Additional guidance on specific questions

What is your project?

Outline what is involved with your project. What do you intend to do? We want to know what you will do with the grant and for what it will pay.

Why do you want to carry out this project, why is it wanted and what difference will it make?

Outline what impact/ difference the project will have on the quality of life for your users and community. For example, how it will solve a local issue, improve services or engage more residents in your communities.

How do you know this is needed? Who and how have you consulted?

How do you know this is what is needed and wanted by the community? You may wish to include letters of support from voluntary and community groups, residents, local organisations, businesses, Councillors etc. Think about the likely future needs of the area. Is there any consultation evidence to show this is needed?

Funding from other sources

You do not have to have funding from other external sources, but you may wish to increase the amount you have to spend by applying for match funding for your project. Contact the Clerk for further advice on external funding sources which may fit the criteria of your project.